



## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

#### **Schedule for - Advertising and Integrated Marketing Services (AIMS)**

**Federal Supply Group:** 541      **Class:** R499

**Contract Number:** GS-10F-069CA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** March 25, 2015 to March 24, 2020

**Contractor:** Bandujo Advertising + Design, Inc.  
22 West 21st Street 8th Floor  
New York, NY 10010 6939

**Business Size:** Small, Disadvantaged Business

**Telephone:** 212-332-4102

**FAX Number:** 212-366-6068

**Web Site:** [www.bandujo.com](http://www.bandujo.com)

**E-mail:** [jbandujo@bandujo.com](mailto:jbandujo@bandujo.com)

**Contract Administration:** Jose R. Bandujo



**Contract Holder**

# **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
541-1		Advertising Service
541-1000		Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-2		Public Relations Services
541-3		Web Based Marketing Services
541-4A		Market Research and Analysis
541-4B		Video/Film Production
541-4D		Conference, Events, and Trade Show Planning Services
541-4E		Commercial Photography Services
541-4F		Commercial Art and Graphic Design Services
541-5		Integrated Marketing Services

**1b. Lowest Price:**

SIN	Awarded Labor Category	GSA Price
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Administrative Assistant **	\$54.86

- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Hour Categories Descriptions**
- 2. Maximum Order:** \$1,000,000.00
  - 3. Minimum Order:** \$100.00
  - 4. Geographic Coverage (delivery Area):** Domestic only
  - 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
  - 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
  - 7. Quantity discounts:** 1% for order exceeding \$250,000. Applicable to direct labor only.
  - 8. Prompt payment terms:** 0.5%-20 days, net 30.
  - 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
  - 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000

10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

**25. Data Universal Numbering System (DUNS) number:** 837866342

**26. Notification regarding registration in SAM database:** Registered

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 1	Year 2	Year 3	Year 4	Year 5
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Principal	Masters	25	Both	\$249.37	\$254.11	\$258.94	\$263.86	\$268.87
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Creative Director	Bachelor's Degree	25	Both	\$249.37	\$254.11	\$258.94	\$263.86	\$268.87
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Account Manager	Bachelor's Degree	6	Both	\$184.53	\$188.04	\$191.61	\$195.25	\$198.96
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Digital Designer	Bachelor's Degree	10	Both	\$184.53	\$188.04	\$191.61	\$195.25	\$198.96
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Art Director	Bachelor's Degree	10	Both	\$174.56	\$177.88	\$181.26	\$184.70	\$188.21
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Copywriter	Bachelor's Degree	5	Both	\$174.56	\$177.88	\$181.26	\$184.70	\$188.21
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Digital Creative Director	Bachelor's Degree	8	Both	\$174.56	\$177.88	\$181.26	\$184.70	\$188.21
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Art Director	Bachelor's Degree	7	Both	\$124.69	\$127.06	\$129.47	\$131.93	\$134.44
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Junior Account Executive	Bachelor's Degree	2	Both	\$114.71	\$116.89	\$119.11	\$121.37	\$123.68
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Junior Art Director	Bachelor's Degree	1	Both	\$99.75	\$101.65	\$103.58	\$105.54	\$107.55
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Administrative Assistant **	Associate's Degree	1	Both	\$54.86	\$55.90	\$56.96	\$58.05	\$59.15

\*\*SCA Applicable Labor Category

SIN	Support Product/ Labor (ODCs)	Unit Of Issue	GSA Awarded Ceiling Price/Rate (including IFF)
541-1000	Producer - prepro	8 hr. Day	\$3,667.51
541-1000	Outside Prop - prepro	8 hr. Day	\$838.29
541-1000	Executive Producer -prepro	8 hr. Day	\$3,143.58
541-1000	Wardrobe Attendant pre-pro	8 hr. Day	\$838.29
541-1000	Location Scout -prepro	8 hr. Day	\$1,257.43
541-1000	Production Assistant -prepro	8 hr. Day	\$314.36
541-1000	Dir. Of Photography	8 hr. Day	\$5,082.12
541-1000	Assistant Camera	8 hr. Day	\$1,571.79
541-1000	Director video	8 hr. Day	\$3,143.58
541-1000	Assistant Director	8 hr. Day	\$2,095.72
541-1000	Outside Prop	8 hr. Day	\$1,257.43
541-1000	Camera operator	8 hr. Day	\$1,728.97
541-1000	VTR Operator	8 hr. Day	\$628.72
541-1000	Assistant Producer	8 hr. Day	\$1,047.86
541-1000	Lighting Grip	8 hr. Day	\$838.29
541-1000	Grip	8 hr. Day	\$733.50
541-1000	Mixer	8 hr. Day	\$785.89

541-1000	Boom Person	8 hr. Day	\$785.89
541-1000	Makeup	8 hr. Day	\$1,571.79
541-1000	Hair	8 hr. Day	\$1,571.79
541-1000	Stylist	8 hr. Day	\$1,571.79
541-1000	Wardrobe Attendant Production	8 hr. Day	\$733.50
541-1000	Camera Operator #2	8 hr. Day	\$1,571.79
541-1000	Teleprompter Person	8 hr. Day	\$1,047.86
541-1000	Location Contact	8 hr. Day	\$1,047.86
541-1000	Production Assist -Production	8 hr. Day	\$314.36
541-1000	Policeman/Security	8 hr. Day	\$628.72
541-1000	Art Director	8 hr. Day	\$1,571.79
541-1000	Graphic Designer	8 hr. Day	\$1,309.82
541-1000	Camera Rental	1 camera	\$523.93
541-1000	Casting	3 days	\$4,715.37
541-1000	Casting Facility rental	1 day	\$1,571.79
541-1000	Location Fee	1 day	\$5,239.29
541-1000	Permits	1 day	\$2,619.65
541-1000	Prop Rental	5 items	\$1,571.79
541-1000	Prop purchase	1 item	\$3,143.58
541-1000	Wardrobe Rental	10 items	\$1,047.86
541-1000	Wardrobe purchase	10 items	\$2,619.65
541-1000	Studio Rental	1 day	\$2,619.65
541-1000	Set Construction	1 set	\$6,287.15
541-1000	Set Rentals	3 items	\$3,143.58
541-1000	Trucking	2 trips	\$1,047.86
541-1000	Set Designer	8 hr. Day	\$1,571.79
541-1000	Carpenter	8 hr. Day	\$838.29
541-1000	Grips - set	8 hr. Day	\$628.72
541-1000	Electricians -set	8 hr. Day	\$1,257.43
541-1000	Camera 1 -set	8 hr. Day	\$523.93
541-1000	Casting Facility	1 day	\$1,886.15
541-1000	Casting Director	8 hr. Day	\$1,257.43
541-1000	On camera principal	8 hr. Day	\$5,239.29
541-1000	Extra	8 hr. Day	\$1,047.86
541-1000	Voice Over	8 hr. Day	\$2,619.65
541-1000	Casting Fees	1 talent	\$1,257.43
541-1000	Music creative fee	1 :60 piece	\$10,478.59
541-1000	Recording Session	1 day	\$5,239.29
541-1000	Musicians	4 instruments	\$5,239.29
541-1000	Singers	1 singer	\$2,619.65
541-1000	Music Mix	8 hr. Day	\$6,811.08
541-1000	VO Record	8 hr. Day	\$5,239.29
541-1000	Sound Mix	8 hr. Day	\$10,478.59
541-1000	Stock Music Rights	1 clip	\$2,750.63
541-1000	Sound effects	5 clips	\$314.36
541-1000	Editor Operator	8 hr. Day	\$2,619.65
541-1000	Editor Creative	8 hr. Day	\$3,667.51
541-1000	Insurance	Per spot	\$4,115.99
541-1000	Production Fee	20% of total	\$34,578.30
541-1000	Creative Fee	2 days	\$10,478.59
541-1000	Studio Rental	2 days	\$2,084.17
541-1000	Casting	4 days	\$5,029.72
541-1000	Producer	5 days	\$3,929.47
541-1000	Digital Technician and Photography Assistant	2 days	\$1,047.86
541-1000	Makeup Artist	2 days	\$2,095.72
541-1000	Equipment Rental	2 days	\$1,781.36
541-1000	Digital Processing	2 days	\$523.93
541-1000	Studio Materials	materials	\$523.93

541-1000	Meals	2 days	\$943.07
541-1000	Props	2 days	\$785.89
541-1000	Talent - Minors	2 days	\$44,010.08
541-1000	Stock Photography	Task	\$7,399.98
541-1000	Producer	5 days	\$3,929.47
541-1000	Stylist Assistant	4 days	\$733.50
541-1000	Lighting Assistant	2 days	\$1,047.86
541-1000	Digital Technician	2 days	\$1,047.86
541-1000	Supplies for Shoot	2 days	\$314.36
541-1000	Talent - Adults	Task	\$31,435.77
541-1000	Location Scout	Task	\$523.93
541-1000	Location Fees	Task	\$1,571.79
541-1000	Printing	Task	\$20,328.46
541-1000	Translation	Task	\$130.98
541-1000	Proofreading	Task	\$251.49

## **Labor Hour Categories**

### **Principal**

#### **Responsibilities:**

Directs strategic plan and program direction for agency contracts. Develops methods, strategies and techniques for PR, advertising and interactive outreach activities. Oversees contracts with multiple projects and work teams. Extensive knowledge of government services business sector.

#### **Work Experience:**

25 years work experience

#### **Education:**

Bachelor's Degree & MBA

### **Creative Director:**

#### **Responsibilities:**

Primary leadership for developing creative strategy, vision and execution across multiple platforms. Responsible for conceptualization of advertisements in appropriate media as well as taking concept to completion. Works with senior management and account teams as well as clients to develop and produce creative solutions. Manage the creative staff to ensure consistent execution of all creative deliverables. Help translate client visions and needs into compelling, executable creative campaigns

#### **Work Experience:**

25 years work experience

#### **Education:**

Bachelors Degree

### **Sr. Account Manager:**

#### **Responsibilities:**

Accepts instructions from Senior Art Director and art Director and completes work in a timely manner. Must be adept at Visual Design work.

**Work Experience:**

6 year + work experience

**Education:**

Bachelor's Degree

**Sr. Digital Designer:****Responsibilities:**

Responsible for graphic and production design for marketing communication, all print materials, electronic information and advertising and online products. Determines the needs and preferences of clients as well as the target market segment in creating their art. Directs the creation of visual designs that address business, brand, market, and user requirements, including the design and production of screen layouts, color palettes, typography, and user interface elements.

**Work Experience:**

10 years + work experience

**Education:**

Bachelor's Degree

**Sr. Art Director:****Responsibilities:**

In charge of the overall visual appearance of a project and how it communicates to the audience. Makes decisions regarding all elements involved and the style of the project. Responsible for the concept of an idea and making all decisions that guide its development.

**Work Experience:**

10 years + work experience

**Education:**

Bachelor's Degree

**Sr. Copywriter:****Responsibilities:**

Provides support to multiple account teams and efficiently service each of these accounts simultaneously. Manage the flow of work and information to account team, and possess and in-depth understanding of the client's business, industry, and PR issues. Will perform fundamental PR tasks such as media outreach and press material developments. Has strong research, writing and editing skills.

**Work Experience:**

5 years + work experience

**Education:**

Bachelor's Degree

**Digital Creative Director:****Responsibilities:**

Responsible for all aspects of a client relationship and account team. They supervise multiple projects and team members. Other responsibilities include recommending programs and activities, coordinating with clients' goals, effectively delegating projects, offering counsel to team members and allocating agency resources to match client budgets.

**Work Experience:**

8 years + work experience

**Education:**

Bachelor's Degree

**Art Director:**

**Responsibilities:**

Responsible for conceptualizing and writing compelling copy and web content for branded awareness campaigns and related communication products. Member of the creative team.

**Work Experience:**

7 years + work experience

**Education:**

Bachelor's Degree

**Jr. Account Executive:**

**Responsibilities:**

Responsibilities are to negotiate all online and email components of media plans. This person is also directly responsible for issuance of all materials and the setting up of the internal ad server when required. Other duties include daily online schedule tracking and the optimization of all sites, particularly for ad networks. Finally is responsible for preparing site delivery reports for the client and approving all digital vendor invoices.

**Work Experience:**

2 years + work experience

**Education:**

Bachelor's Degree

**Jr. Art Director:**

**Responsibilities:**

Leads all Search engine marketing (SEM), Web Media display advertising activities, Search Engine Optimization (SEO) team and online initiatives. Responsible for managing clients' media budgets and allocating the media mix to maximize delivery of transactions at the most effective cost per acquisition. Drives acquisition growth and delivers direct response metrics via the web. Provides guidance on internet media economics, particularly as it relates to portals and media networks, and a disciplined approach to all forms of web optimization.

**Work Experience:**

1 year + work experience

**Education:**

Bachelor's Degree



**Administrative Assistant:****Responsibilities:**

Provides administrative and professional assistance to the project manager. Assists executive staff in maintaining close contract with client and implementation of marketing plan and other marketing initiatives to support client objectives. Provides presentation support. Maintains data base for community outreach and community partners.

**Work Experience:**

1 year + work experience

**Education:**

Associate's Degree

## Bandujo Advertising + Design, Inc. = SIN 541-1000 (ODC) Services Descriptions

SIN	Support Product/ Labor (ODCs)	Description
541-1000	Producer - prepro	The producer oversees the creation of a photoshoot, commercial TV spot, video or other film format from inception to broadcast or print. The producer may be responsible for writing and developing the script and auditioning voice talent and on-camera actors. He/She plans camera angles, and even the lighting and works hand-in-hand with creative directors and accounts managers to oversee the production of the spot or video.
541-1000	Outside Prop - prepro	Props are any objects used on stage, on screen or in photoshoots by actors during a performance, screen production, video or commercial shoot. Props are considered to be anything movable or portable on a stage or a set, distinct from the actors, scenery, costumes and electrical equipment. Consumable food items appearing in the production are also considered properties. Outside Pre-pro involves obtaining all necessary props prior to being on set.
541-1000	Executive Producer -prepro	The Executive Producer addresses the finances in a photography, commercial or video shoot, focusing on business matters, such as budgets and contracts.
541-1000	Wardrobe Attendant pre-pro	A wardrobe attendant -- also known as a wardrobe assistant or costume attendant -- is the person responsible for choosing and obtaining all clothing, wardrobes and costumes that will be worn by actors in a video, film or commercial, or photography shoot. Wardrobe pre-pro involves obtaining all necessary wardrobe items prior to being on set.
541-1000	Location Scout - prepro	The primary duty of a location scout is to find an environment best suited for a particular scene, or the entire movie, TV show, commercial or photoshoot. The search begins with the script, which indicates what kind of location is needed. The scouting of potential sites usually begins with a file search, leading to physical visits to actual sites, whether exterior or interior. The location scout is responsible for contacting property owners to gain permission to scout their property; permission also must be obtained from the appropriate authorities to prevent the possibility of trespassing or other legal liabilities that may occur. Once at a site, the scout makes descriptive notes and sketches and takes detailed photos and video that shows how the spot meets the aesthetic goals of the script, as well as noting details about the logistical implications of the site.
541-1000	Production Assistant -prepro	A production assistant, also known as a PA, is a member of the film crew in filmmaking, commercial shoots, photography and television responsible for various aspects of a production. The job of a PA can vary greatly depending from assisting directors, lighting crews, photographers, to driving talent, controlling crowds, and setting up food.

541-1000	Dir. Of Photography	Directors of Photography (DoPs) provide a film, video or commercial with its unique visual identity, or look. DoPs must discover the photographic heart of video or commercial, using a variety of source material including stills photography, painting, other films, etc. They create the desired look using lighting, framing, camera movement, etc. DoPs collaborate closely with the camera crew (Camera Operator, 1st and 2nd Assistant Camera, Camera Trainee and Grips). During filming; DoPs also work closely with the Gaffer (who runs the lighting team), the Production Designer, Costume Designer, and the Hair and Make-up Department. They conduct research and preparation including carrying out technical recce of locations. They prepare a list of all required camera equipment, including lights, film stock, camera, cranes and all accessories etc., for the production office to order.
541-1000	Assistant Camera	Supports the camera department by preparing and maintaining camera equipment and controlling film or tape stock, as a Second Camera Assistant. Supporting the Camera Operator, Director of Photography or Lighting Cameraperson, by preparing the camera, and calculating and controlling the focus of shots and other camera variables, as a First Camera Assistant
541-1000	Director video	Directing all aspects of creative and practical talent to produce professional marketing videos, documentaries and mini-documentaries, TV commercials for web and broadcast, honoree/tribute videos, event videos, political videos, individual and business profile videos, training videos, and emotional appeal videos.
541-1000	Assistant Director	Assistant Director on a film includes tracking daily progress against production schedule, arranging logistics, preparing daily call sheets. Checking cast and crew, and maintaining order on the set. They also have to take care of the health and safety of the crews
541-1000	Outside Prop	The prop assistant, under the direction of the prop master, is in charge of all props used throughout the production. Some productions may designate an outside props person to purchase props required for the production.
541-1000	Camera operator	Camera operators are responsible for operating a variety of technical equipment including single and multiple portable, remote-control and electronic cameras, cranes and mobile mountings.

541-1000	VTR Operator	VTR Operators work in and manage the machine room, operate tape recording equipment, and ensure that the contents of tapes meet the correct technical specifications. They prepare VT machines for use by clients and editors, and in some cases set up Avid and other editing equipment. They make inter-format tape copies, black tapes for future use, blank (wipe) tapes for further use, make non-broadcast copies (VHS), and label tapes accurately and appropriately. VT Operators move media and machines around the building. They auto conform media, and may digitize media for use on Avid and other non-linear equipment. They are responsible for quality control of output media, and for quality assessment reports, conversions, digitization, transfers, and duplication of video and audio materials. They must understand the importance of unambiguous labeling of every frame of each project, using roll numbers and time codes that conform to recognized industry practices.
541-1000	Assistant Producer	To assist senior production staff in all stages of a television production or series, with direct accountability for the execution of a specific programme brief within editorial guidelines. To ensure the visual integrity of programmers, directing and/or operating cameras and or sound equipment as required
541-1000	Lighting Grip	On all union jobs, grips do not touch the lights themselves. The placement of lighting instruments and the power distribution to deliver electricity is handled by the electricians who work under a gaffer. Grips handle all of the non-electrical equipment that modifies the light. This work is done by setting stands that hold flags, nets, diffusing materials or other gobos that control the quality, intensity, or shape of the light.
541-1000	Grip	Grips' responsibility is to build and maintain all the equipment that supports cameras. This equipment, which includes tripods, dollies, tracks, jibs, cranes, and static rigs, is constructed of delicate yet heavy duty parts requiring a high level of experience to operate and move. Every scene in a film, television commercial, video or photoshoot is shot using one or more cameras, each mounted on highly complex, extremely expensive, heavy duty equipment. Grips assemble this equipment according to meticulous specifications and push, pull, mount or hang it from a variety of settings. The equipment can be as basic as a tripod standing on a studio floor, to hazardous operations such as mounting a camera on a 100 ft crane, or hanging it from a helicopter swooping above a mountain range.
541-1000	Mixer	Mixing engineers, more commonly known as sound, audio or recording technicians or engineers, use recording and sound editing equipment to mix and record audio.
541-1000	Boom Person	A boom operator is an assistant of the production sound mixer. The principal responsibility of the boom operator is microphone placement, usually using a boom pole (or "fish pole") with a microphone attached to the end, their aim being to hold the microphone as close to the actors or action as possible without allowing the microphone or boom to enter the camera's frame.

541-1000	Makeup	The make-up artist is responsible for creating the look needed for actors in a TV, video or photoshoot. This can include anything from a natural look to using wigs and hairpieces for period drama or applying special effects or prosthetics such as false noses or bald caps.
541-1000	Hair	The hairdresser is responsible for the actor's hair requirements for a production, this includes setting up the department, ordering stocks and whatever facilities will be required. He/she often selects the Assistants and Trainees for the department. The Hairdresser must prepare a budget and a schedule for the department and is responsible for the budget and the administration related to the department.
541-1000	Stylist	Stylist - Wardrobe or fashion stylist selects, purchases and where possible returns the clothing and accessories to be worn by actors in television, video or photography session.
541-1000	Wardrobe Attendant Production	A wardrobe attendant -works under the direction of a costume supervisor or wardrobe master/mistress and helps buy and hire costume items; look after the costumes between takes or scenes; mend and alter items; pack and unpack costumes and accessories; clean, steam and iron; fit costumes onto performers; make sure that all items are available when needed; keep continuity notes, so that performers look the same in each scene; keep an accurate record of all costumes and accessories needed; store costumes and returning hired items.
541-1000	Camera Operator #2	Camera Operator 2 physically control camera equipment both in studio and on location for file, television and video broadcast and recordings.
541-1000	Teleprompter Person	A teleprompter operator uses the teleprompter technology to scroll through scripted material, staying at the speaker's pace. May need to edit and format scripts as needed.
541-1000	Location Contact	Hired by the Location Manager to be on-set before, during, and after the filming process. General responsibilities can include arriving first at the location to allow the set dressers into the set for preparation; maintaining the cleanliness of the location areas during filming (this can include securing and supervising a contract clean-up crew or assigning such duties to a set PA); limiting the impact of a working production crew on the location grounds; fielding complaints from neighbors; and ultimately, at the end of the filming, managing on-set time and crew with regard to the closure of the location within contractually-permitted time constraints. There is generally one to three assistants on a shoot at any given time.
541-1000	Production Assist - Production	A production assistant, also known as a PA, is a member of the film crew and is a job title used in filmmaking and television for a person responsible for various aspects of a production.

541-1000	Policeman/Security	In order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens. They may monitor points of access in a building or property to allow entry only to individuals with the correct identification or authorization. In some situations, such as public events or crowded areas, they walk amongst visitors to promote order and provide a visible presence that deters safety issues.
541-1000	Art Director	Art directors create, supervise and unify the vision of a television, video or photography shoot. In particular, the art director is in charge of the overall visual appearance and how it communicates visually, stimulates moods, contrasts features, and psychologically appeals to a target audience. The art director makes decisions about visual elements used, what artistic style to use, and when to use motion.
541-1000	Graphic Designer	Prepares work to be accomplished by gathering information and materials. Plans concept by studying information and materials. Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts. Obtains approval of concept by submitting rough layout for approval. Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors. Prepares final layout by marking and pasting up finished copy and art.
541-1000	Camera Rental	Cost of renting the equipment for a specific project.
541-1000	Casting	The act or process of choosing actors to play the various roles in a theatrical production, motion picture, film, video, television commercial or photoshoot
541-1000	Casting Facility rental	Cost of renting a facility to interview and hire the talent.
541-1000	Location Fee	Cost of renting a specific location for a project
541-1000	Permits	Cost for using a specific location or facility for a project.
541-1000	Prop Rental	Cost of renting property for a specific project.
541-1000	Prop purchase	Cost of purchasing property for a specific project.
541-1000	Wardrobe Rental	Cost of renting clothing and accessories for a specific project.
541-1000	Wardrobe purchase	Cost of purchasing clothing and accessories for a specific project.
541-1000	Studio Rental	Cost of renting a facility for a specific project.
541-1000	Set Construction	Cost of building a set for a specific project.
541-1000	Set Rentals	Cost of rental for a Set for a specific project.
541-1000	Trucking	Cost incurred in transporting sets, wardrobe, materials and props for a specific project.

541-1000	Set Designer	Responsible for designing the sets on TV, movie, theatre, and film productions. Collaborates with director and interprets scripts to visualize set. Works with set builders to bring vision to life on stage.
541-1000	Carpenter	Responsible for designing, building, installing, and repairing structures, fixtures, furniture, and other items using different types of materials including wood and steel.
541-1000	Grips - set	Grips are also responsible for safety on the set as it relates to the force of gravity. Insofar as stands, ladders, scaffolds, and overhead rigs are properly installed, grips are charged with making them safe because the other crew members will invariably have to climb on, walk around, or otherwise negotiate the different grip set-ups. The key grip may even be held responsible for injuries that happen on set, especially if the injury is caused by a lighting instrument falling down onto somebody.
541-1000	Electricians -set	The electrician works under the direction of the Gaffer in the lighting of sets and the operation of electrical systems. Specific duties will include: Lighting of sets and locations, Running electrical cabling and distributing all electrical power, Maintenance and management of lights and lighting equipment, Specialized electrical work such as generator operation
541-1000	Camera 1 -set	The Camera 1 - set is responsible for keeping the camera in focus as it is shooting, as well as building the camera at the beginning of the day and taking it apart at the end. They also tread the film when a new magazine is loaded.
541-1000	Casting Facility	Casting facility is the location where a casting session of audition of potential actors/performers is held. Will provide camera, tape, audio and recording facilities to facilitate auditions.
541-1000	Casting Director	Works closely with the director to cast the film. . Specific duties will include: Assist in the organization and administration of casting calls and auditions, Assist in the recruitment, and hiring of cast, Unit Production Manager
541-1000	On camera principal	Lead actors or performers in front of the camera or in a photoshoot.
541-1000	Extra	Extra "background artist" seen behind principal on camera actors to establish overall environment for characters.
541-1000	Voice Over	Voice actors can perform in a variety of projects, from completing voice-overs for commercials and movie trailers to portraying various animated characters. Depending on the project, a voice actor might work alone or with a group. Most of the work is done in a recording studio, with the voice actor reading lines in a recording booth while a sound engineer observes from the control room.
541-1000	Casting Fees	Casting Fees are schedule of standard rates paid by a production company to a casting company for acquiring talent based upon production schedule and number of talent needed.
541-1000	Music creative fee	Music Creative Fee is the fee paid to a music house/composer for the producer's use of his music track.

541-1000	Recording Session	Fees paid to a recording studio for sound mixers, engineers and voice over recording, music, sound effects or any other sounds needed recorded for a film, video or commercial project.
541-1000	Musicians	Cost of hiring a musician for a project. A musician (or instrumentalist) is a person who plays a musical instrument or is musically talented, or one who composes, conducts, or performs music.
541-1000	Singers	Cost of hiring singers for a project. A singer is a person who sings.
541-1000	Music Mix	Fees paid to musicians and recording studios to perform, conduct, sing, compose, arrange, or orchestrate the music for a film, television commercial or video.
541-1000	VO Record	Voice-over (also known as off-camera or off-stage commentary) is a production technique where a voice—that is not part of the narrative (non-dietetic)—is used in a radio, television production, filmmaking, theatre, or other presentations. The voice-over may be spoken by someone who appears elsewhere in the production or by a specialist voice actor. It is pre-recorded and placed over the top of a film or video and commonly used in documentaries or news reports to explain information.
541-1000	Sound Mix	A production sound mixer, location sound records, location sound engineer or simply sound mixer is the member of a film, radio or television crew responsible for recording all sound recording on set during the filmmaking or television production using professional audio equipment, for later inclusion in the finished product, or for reference to be used by the sound designer, sound effects editors, or foley artists. This requires choice and deployment of microphones, choice of recording media, and mixing of audio signals in real time. Final sound mixing happens in the studio.
541-1000	Stock Music Rights	Production music (also known as stock music or library music) is the name given to recorded music that can be licensed to customers for use in film, television, radio and other media. Oftentimes, the music is produced and owned by production music libraries.
541-1000	Sound effects	Sound effects (or audio effects) are artificially created or enhanced sounds, or sound processes used to emphasize artistic or other content of films, television shows, live performance, animation, video games, music, or other media.
541-1000	Editor Operator	Film and video editors and camera operators manipulate images that entertain or inform an audience. Camera operators capture a wide range of material for TV shows, motion pictures, music videos, documentaries, or news and sporting events. Editors organize the final productions from the many different images that camera operators capture. They collaborate with producers and directors to create the final production.
541-1000	Editor Creative	Editor creative is responsible for determining what images will be filmed and later chosen for a film, television or commercial production. They collaborate with producers and directors to create the final production.



541-1000	Fringes	Fringes are taxes and additional fees added to payroll costs to pay employers taxes (such as federal, state, workers comp for the crew) and any applicable fees to unions and/or guilds.
541-1000	Insurance	Insurance required to protect a film, television or photography project typically including General Liability, Workers' Compensation, Non Owned and Hired Auto, Errors & Omission
541-1000	Production Fee	Fees paid to cost out a major production accurately, usually divided into at least 15 categories: preproduction costs; location scouting and related travel expenses, studio rental, sets and set construction; on-location expenses, equipment rental; video recording and duplication; production crew costs; producer, director, writer, creative fees; on-camera talent costs; insurance; shooting permits; contingencies, etc.; online and offline editing, advertising, promotion, and publicity; research and follow-up, materials, supplies, and miscellaneous expenses
541-1000	Creative Fee	A creative fee is the cost of creative services usually rendered by individuals with expertise in the fields of photography, graphic and conceptual design and writing.
541-1000	Studio Rental	Cost of renting a studio for a production project.
541-1000	Casting	Fees paid for the casting process involving a series of auditions before a casting panel, composed of individuals such as the producer, director and/or choreographer and final selection of talent to be hired.
541-1000	Producer	Producers bring together and approve the whole production team. Their key responsibility is to create an environment where the talents of the cast and crew can flourish. Producers are accountable for the success of the finished project. They steer the project from beginning to completion and beyond.
541-1000	Digital Technician and Photography Assistant	Digital-multimedia technicians set up and manage audiovisual and computer equipment. They supply video and sound services for many types of events.
541-1000	Makeup Artist	A make-up artist ensures that models, performers and presenters have suitable make-up and hairstyles before they appear in front of camera or audience.
541-1000	Stylist	Stylists select and purchase wardrobe, props and accessories for a commercial, TV, video or photography project.
541-1000	Equipment Rental	Cost of renting equipment for a project
541-1000	Digital Processing	Digital image processing is the use of computer algorithms to perform image processing on digital images.
541-1000	Studio Materials	Studio Materials are original sketches, manuscripts, scores and recordings for production.
541-1000	Meals	Meals are food and drink provided to film crew and actors during a production.

541-1000	Props	A property, commonly shortened to prop (plural: props), is an object used on stage or on screen by actors during a performance or screen production. In practical terms, a prop is considered to be anything movable or portable on a stage or a set, distinct from the actors, scenery, costumes and electrical equipment. Consumable food items appearing in the production are also considered properties.
541-1000	Travel	Travel is the physical movement by transport means of actors and crew from one location to a production location.
541-1000	Talent - Adults	Talent - Adult are performers/actors <u>over 21</u> years of age to facilitate productions.
541-1000	Talent - Minors	Talent Minors are performers / actors <u>under 21</u> years of age to facilitate production.
541-1000	Stock Photography	Licensing fees for photography offered for rental or outright purchase by photographers or consolidators of photography portfolios known as stock house. Photos when licensed may be for a specific usage and period of time. Stock Photography costs include the initial usage license and any subsequent expansions of usages.
541-1000	Creative Fee	Creative Fee are the fees paid to individuals responsible for the overall creative look, feel and messages of a commercial, television, video or photography or advertising project.
541-1000	Casting Fees	Casting Fees are schedule of standard rates paid by a production company to a casting company for acquiring talent based upon production schedule and number of talent needed.
541-1000	Producer	Producers bring together and approve the whole production team. Their key responsibility is to create an environment where the talents of the cast and crew can flourish. Producers are accountable for the success of the finished project. They steer the project from beginning to completion and beyond
541-1000	Makeup Artist	A make-up artist (or 'makeup artist') is an artist whose medium is the human body, applying makeup and prosthetics for theatrical, television, film, fashion, magazines and other similar productions including all aspects of the modeling industry.
541-1000	Stylist	a person whose job is to arrange and coordinate food, props, accessories clothes, etc. in a stylish and attractive way in photographs or films.
541-1000	Stylist Assistant	Some responsibilities include organizing the fashion closet, arranging messengers to pick up or deliver clothing and accessory samples, liaising with public relations agencies, assisting at fashion shoots, logging in credits for editorial stories, and assisting fashion editors. There may be some opportunity to write for the publication or provide styling assistance. Fashion assistants work mainly in the fashion closet and at photo shoot locations and generally manage a team of interns as well.

541-1000	Lighting Assistant	Lighting assistant technicians work directly for the lighting technicians and assists in the following areas: set up and operate lighting equipment in television and film. They work across all types of programmers and may cover productions inside studios or outside on location
541-1000	Digital Technician	The D.I.T. is the camera department crew member who works in collaboration with the cinematographer on workflow, systemization, camera settings, signal integrity and image manipulation to achieve the highest image quality and creative goals of cinematography in the digital realm.
541-1000	Equipment Rental	Cost of renting the equipment for a specific project.
541-1000	Digital Processing	Digital image processing is the use of computer algorithms to perform image processing on digital images.
541-1000	Meals	Meals are food and drink provided to film crew and actors during a production.
541-1000	Supplies for Shoot	Supplies for Shoot are equipment and support items such as Camera, Tripod, Lights, Video Tape, Sound Geer and Electrical for production.
541-1000	Prop purchase	Prop Purchase are acquisitions of physical property or props for a Production Set.
541-1000	Travel	Travel is the physical movement by transport means of actors and crew from one location to a production location.
541-1000	Talent - Adults	Talent - Adult are performers/actors <u>over 21</u> years of age to facilitate productions.
541-1000	Location Scout	Location Scouts are individuals who search for suitable "outside" locations outside the studio on behalf of producers and directors.
541-1000	Location Fees	Fees paid to the owners of physical sites or locations where production takes place.
541-1000	Printing	Printing process for reproducing text and images using a master form or template.
541-1000	Translation	Translation services include the translation to and from English to a foreign language of written, electronic and multimedia materials.
541-1000	Proofreading	Proofreading is they reading of a alley proof or electronic copy of a publication to detect and correct production errors of text or art.
541-1000	Printing	Printing process for reproducing text and images using a master form or template.
541-1000	Stock Photography	Licensing fees for photography offered for rental or outright purchase by photographers or consolidators of photography portfolios known as stock house. Photos when licensed may be for a specific usage and period of time. Stock Photography costs include the initial usage license and any subsequent expansions of usages.

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 Administrative Assistant	2005 – 2375

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).